



***State of Washington
Department of Transportation
Notice to Consultants
On-Call Multiple Airport Layout Plans***

Washington State Department of Transportation (WSDOT) solicits interest from consultants interested in submitting a Statement of Qualifications (SOQ) for On-Call service to prepare airport layout plans for multiple airports utilizing state and federal standards. The Project is anticipated to be funded in part by the Federal Aviation Administration (FAA) Airport Improvement Program and Washington State Department of Transportation (WSDOT) Aviation. The On-Call services are expected to be initiated over the next 5-years. The work may be accomplished over the course of several Federal AIP projects. Consultant fees may be limited to the services by individual grants. Some of the services may not be required and the sponsor reserves the right to initiate additional procurement action for any of the services included in the initial procurement or advertised listed projects. Consultant services will be done in accordance with State Law and AC150/5100-14C "Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects."

Project Descriptions

For the Airport Layout Plans (ALP) and ALP Narrative Report, the consultant will conduct an inventory of each airport included in the scope of work, utilizing the data from the 2002 system plan update and site visits, determine potential new or expanded facilities necessary for each airport prepare an instrument runway designation reports, develop airspace drawings (plan & profile) including inner approach drawings, threshold siting criteria analysis, TLS analysis (at some, or many, of the airports), recommend site specific projects to bring the airport into compliance with state and federal design criteria, generate a capital improvement program in 2005, 2010, and 2020 planning horizons, and prepare an updated ALP drawing and deliver the drawings in both paper and WSDOT approved electronic format. The FAA will also need to make a site approval determination at many of the airports.

The linked project "Scope of Work" provides more detailed information.

Evaluation Criteria

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for each of these projects. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Firms on Team;
2. Qualifications of Proposed Project Manager(s);
3. Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
4. Firm's Project Management System (Prime Consultant Only); and
5. References/past performances (Prime Consultant Only.)

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested. All scoring criteria will be rated on a scale of 0 (Low) to 20 (High.)

Submittals

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty-five (25) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must consist of:

- Your responses to scoring Criteria 1 through 4, only.

Your Statement of Qualifications "Packet B" must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 5; and
- Your Submittal Information forms for the prime consultant and all proposed sub-consultants.

The page limitation does not apply to the front and back covers of "Packet A" and all of "Packet B."

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications and your firm clearly identified on the cover of the submittal Packets "A" and "B", and the letter of transmittal;
- Statement of Qualifications broken into "Packet A" and "Packet B" as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your "Packet A" and one (1) copy of "Packet B", whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Friday, February 27, 2004:



Mr. Michael B. Rice
Director, Consultant Services
Washington State Department of Transportation
Capital View II Building, 2nd Floor
724 Quince Street SE
Olympia, WA 98504-7323

Any questions regarding the submittal process should be directed to the Consultant Services Office at 360-705-7104.

The Disadvantaged Business Enterprise (DBE) goal for participation will be obtained through race-conscience means and has a 2.39% project DBE goal. The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Friday, February 13, 2004, and Friday, February 20, 2004.

Submittal Due Date: Friday, February 27, 2004.